

Job Opening

Position:	Employment Skills Training Coach/Outreach Navigator
Department/Store:	Mission Services
Location:	Kalamazoo, MI
Wage:	\$15,000 stipend, paid over 20 equal installments
Classification:	AmeriCorps Service Member
Number of Openings:	1
Hours:	1700 hours of AmeriCorps service, minimum of 40 hours per week
Date posted:	08/13/2014
Submit Resumes to:	shutchison@goodwillswmi.org

Job Duties:

- Provide workshops and other trainings in employability and employment search skills.
- Members will also be expected to fully participate as part of the LISC AmeriCorps team. LISC sponsored activities including:
 - Attend a national leadership conference tentatively scheduled for March 2015. This conference is coordinated by the national LISC AmeriCorps staff;
 - Attend all locally sponsored monthly meetings;
 - Participate in a minimum of six nationally sponsored webinars;
 - Engage in every-other-month affinity groups to discuss topics related to the member's service; and,
 - Actively participating in two locally identified and team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week).

Qualifications:

- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no age limit)
- Have status as a US citizen or possess permanent resident status
- Be eligible to earn an education award and not be barred from performing a term of service
- Be available to serve for a full 10 month period of time and within that time period complete a minimum of 1700 hours of service
- Be available for service from October 1, 2014 through July 31, 2015
- Desired Skills:
 - Experience working with disadvantaged individuals and groups
 - Experience in leading/facilitating group discussions and training sessions
 - Flexibility in terms of serving individuals and groups in "on the ground" neighborhood areas
 - Strong knowledge of employment search techniques and related topics

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- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Computer skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)

Equal Opportunity Employer

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.

Please click on and read: <http://www.goodwillswmi.org/PDF/ApplicationTerms.pdf>